School checklist for WACE Language Applications

Use this checklist to prepare students and school staff for the language application process. If you have any questions, email the School Curriculum and Standards Authority (the Authority) at languagesenrolment@scsa.wa.edu.au. Comprehensive Student and School guides can be found on the WACE Language applications webpage (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/wace-language-applications). Note: it is important that the assignment of language roles in the SRMS is current.

1 **Logging in to the student portal**

Students complete their *Application for permission to enrol in a WACE Language Course* (*Language Application*) by logging in to the student portal (https://studentportal.scsa.wa.edu.au).

The Authority ensures all students in Years 10, 11 and 12 can access the student portal to complete their Language Applications. Schools with gifted and talented/accelerated language students in Year 9, intending to enrol in a Year 11 Language course, need to request access for those students.

2 **Student submission**

The Student Checklist helps students prepare to complete their *Language Applications*. Encourage students to save their supporting documents to their computer or mobile device before they start. Students can complete their application either at home or at school. The Authority recommends that students intending to enrol in a Year 11 Language course complete their applications as a group in the classroom, or computer lab, so that the language teacher can help them and answer any questions. It should be noted that a *Parent/Guardian Acknowledgement form* must also be completed and uploaded once a parent/guardian has viewed the application.

3 **School support officer documentation**

The school support officer is required to upload the three school documents into each student's *Language Application* in the SRMS portal (https://srms.scsa.wa.edu.au).

Note: this is not required for students planning to enrol in the Australian Tertiary Admission Rank (ATAR) examination as non-school candidates in Year 12.

To speed up the school document upload step, the school support officer should prepare the **school enrolment form**, **Year 10 Semester 1 school report** and the ***Student Background Data Collection* form** (previously known as the *Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) data collection* form for each student in desktop folders. Photograph or scan the documents and save them as **.pdf**, **.jpg**, **.jpeg** or **.png** files (**maximum size of 4MB for each file**). **Word** documents will **not** be accepted. Do not use spaces or unrecognisable characters or symbols such as < > ? ! / \ " * : , # % $ ( ) { } + = @ when naming files.

4 **Teacher and school endorsement**

The student's language teacher is required to endorse the *Language Application* in the SRMS portal (https://srms.scsa.wa.edu.au).

All applications require a teacher declaration to be completed. If the language for which a student is applying is not taught at the school, any teacher at the school who is assigned to the role of *Language endorser – teacher* in the SRMS can complete the declaration.

Once the teacher has read and endorsed each application, a representative of the school (principal or deputy principal) must also endorse each application on behalf of the school. When completed, the application will proceed to the Authority for processing.

5 **Authority determination**

The Authority determines each student's WACE language course enrolment status. Students see this WACE language course determination in the student portal, and it will update to the Student Information Records System (SIRS).

Student checklist for WACE Language Applications

Use this checklist to help students get everything ready before they start their *Application for permission to enrol in a WACE Language Course* (*Language Application*). If they have any questions, they can ask their parent/s or guardian/s, their language teacher or school administration, or they can email the Authority at languagesenrolment@scsa.wa.edu.au. A comprehensive Student guide can be found on the WACE Language applications webpage (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/wace-language-applications).

1 **Logging in to the student portal**

To log in to the student portal (https://studentportal.scsa.wa.edu.au), students need their **WA student number**, which is on their school report/s. It may also be on their SmartRider. They also need **a personal email address** and must be able to access their personal email account when they complete their *Language Application*. Using a personal email address allows students to receive emails after they have left school, and their school email address has expired.

2 **Educational information**

Students need to provide the following education information:

❑ details of the schools they attended for each school year from Pre-primary:

- name of the school
- main language used for instruction at the school
- language/s studied (if any)
- hours of language study per week (if any)

❑ school report/s for years where they attended school/s outside Australia (if any)

3 **Residential information**

Students need to provide the following residential details:

❑ countries they have lived in

❑ countries they have visited/travelled to/holidayed in, including the reason/s for and length of in-country visit/s. This includes only countries where the language spoken is the same as the one for which they are applying

4 **Linguistic background**

Students need to provide the following linguistic details:

❑ the first language/s they learned to speak

❑ other language/s they speak, read and write

❑ the language/s they speak with their parent/s or guardian/s and with their siblings and friends

❑ the language/s their parent/s or guardian/s speak

5 **Supporting documents**

Students need to photograph or scan the following documents for upload into their applications:

❑ completed *Parent/Guardian Acknowledgement* form – mandatory

❑ passport identification page – if they were born in another country or have lived outside Australia

❑ school report/s – if they have attended school/s outside Australia

❑ international movement record/s – if they have lived in or frequently travelled to countries or places where the language for which they are applying is spoken (and if requested by the Authority)

Students should save their supporting documents to their computer or mobile device as **.pdf**, **.jpg**, **.jpeg** or **.png** files (**maximum size of 4MB each**). They will not be able to upload **Word** documents, and should not use spaces or unrecognisable characters or symbols such as < > ? ! / \ " * : , # % $ ( ) { } + = @ when naming files.